

**Minutes of the Meeting of Caversfield Parish Council held on
Wednesday 17 November 2021 at 7.35pm in the Community Room of Gagle Brook School**

Present: Cllr Tom Astley, Cllr Stewart Boughtflower, Cllr June Nisbet,
Cllr Glenice Sutcliffe (Chairman)
In attendance: Cllr Lynn Pratt (CDC) (until 8.20pm); Cllr Jason Slaymaker (CDC);
Cllr Donna Ford (OCC); 4 members of the public; Mrs Jane Olds (Parish
Clerk)
Apologies: Cllr Fiona Hitchcock

- 1. Apologies for absence** – to receive apologies
The Council received and approved Cllr Hitchcock's apologies.
- 2. Requests for Dispensations, Declarations of interest, gifts and hospitality**
Nothing was declared.
- 3. Public Participation**
Four members of the public attended the meeting. Nothing was raised.
- 4. To welcome USAF Croughton Commander and RAF Liaison Officer** – to provide an
update on MoD issues
No representatives attended the meeting.
- 5. Reports from District and County Councillors** – for information only
Cllr Pratt reported that CDC was currently heavily involved in budget setting. The
consultation would be sent out shortly and the budget published in the new year. The
Clerk requested that the Tax Base figure should be provided earlier than 11 December (the
previous year) in order that the Parishes were able to finalise their budgets in a timely
manner.

Cllr Slaymaker reported that Bicester Town Council was hoping to work jointly with the
local parishes to co-ordinate events for the Queen's Platinum Jubilee.

Cllr Ford reported that OCC would be undertaking a speed limit review of the ring road
and A4421 Buckingham Road. It had been proposed to reduce the speed limit on the ring
road to 40mph and to reduce the limit to 30mph from the roundabout to the Stratton
Audley turn.

The civil parking enforcement agreement had been put in place and new wardens were
now working in the area.

Cllr Ford asked if any yellow lines were needed in the village. It was requested that the
lines already on Thompson Drive were repainted. Thought would be given to any further
suggestions.

6. Reports from the Village Management Companies

No management companies had submitted anything to report.

7. To receive and approve the Minutes of the Parish Council Meeting held on 15 September

It was **RESOLVED** the minutes be accepted as a true record and were signed by the Chairman.

8. Update on progress from the Minutes

a. Policy Review

The Financial Regulations, Dispensations Procedure and Form and the Meeting Attendance Policy had all been updated and published on the website.

b. Banking

The Clerk had provided the form ready for signing.

9. Governance

a. Vice Chairman – to consider election of a Vice Chairman

The Council **RESOLVED** to defer consideration until a later meeting.

b. Councillor Co-option – to consider any applications received for replacement of Terry Williams and Eleanor Booth-Davey

No formal applications had been received.

c. Policy Review – to review the following policies

i. Website Policy

The Council considered the Website Policy and **RESOLVED** to agree, as no changes were necessary, to adopt the document. It would be reviewed in two years or sooner should legislation dictate.

10. Finance

a. Financial Report – to receive the report

As at 29 October, the accounts stood at:

Co-op Current Account	£12,370.17
NS&I Account	£2,415.91

Outstanding Payments

Cheque 200213	£24.00
---------------	--------

Standing Orders

		Date Cleared
Clerk's Salary 17 August – 16 September	£166.20	17/9/21
Clerk's Salary 17 September – 16 October	£166.20	18/10/21

Income

		Date Received
Precept (2nd tranche)	£3,193.00	17/9/21

b. Banking – to consider applying to the bank for a Parish Council debit card

The Council **RESOLVED** to agree to apply to the bank for a Parish Council debit card which would be held by the Clerk as Responsible Financial Officer. The forms were duly signed and would be sent to the bank.

The Council considered a Debit Card Use Policy and **RESOLVED** to agree to adopt it.

c. Fixed Assets – to review the condition of the fixed assets

The Council received the inspection reports:

- Cllr Sutcliffe reported that the dog bins were all in order, but that the one on Fringford Road at the southern end may need replacing after the winter.
- Cllr Hitchcock would report on the two rubbish bins and the two benches at the next meeting.
- Cllr Boughtflower would report on the bus shelter and lighting at the next meeting.
- The Clerk reported that the majority were in reasonable order. However, the post on the one in Old School Close was deteriorating and the double board on Skimmingdish Lane was deteriorating due to the hedging which was far too close to the board. The Clerk would write to the Garden Quarter Management company to ask them to cut back the hedging around the board.

d. Invoices - to consider invoices for payment itemised on the payment schedule

The Council **RESOLVED** to approve the following invoices for payment which Cllr Astley would authorise online.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Cherwell District Council for summer dog bin emptying (invoice number 20003298)	Dog bin emptying	5/5/21 12. i.	£400.95	£481.14
Bank Transfer	Countrywide Grounds Maintenance August Grass Cutting (invoice number 189528)	Verge Cutting	20/1/21 13. a.	£91.66	£109.99
	Countrywide Grounds Maintenance September Grass Cutting (invoice number 194202)			£91.66	£109.99
	Total			£183.32	£219.98
Bank Transfer	Royal British Legion for poppy wreath donation	S137 Grants	15/9/21 14. c.	£50.00	£50.00
Bank Transfer	JMC Olds for admin expenses (printing £36.94)	Admin costs	5/5/21 12. j.	£36.94	£36.94

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	Mileage Expenses	Mileage expenses	5/5/21 12. j.	£30.83	£30.83
	Total				£67.77
Bank Transfer	Fiona Hitchcock for mileage expenses to Witney for Planning Course	Mileage expenses	17/3/21 9. f.	£18.00	£18.00
Cheque number: 200214	The White Horse Federation for Gagle Brook Community Room Hire on 19 January 2022 (invoice no GB241)	Hall Hire	15/9/21 9. e.	£25.00	£25.00

11. Planning

- a. **Planning Applications** – to consider all recent applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting

- i. **21/03586/F** at 1 Montgomery Road, OX27 8FG for “ Single storey side and rear extensions – re-submission of 21/01346/F”
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

Received after publication of agenda

- ii. **21/01224/OUT** at Bicester Motion, Land at former RAF Bicester, OX26 5HA for “Outline planning application for Automotive Experience Quarter comprising Commercial, Business and Services uses (Class E), Light Industrial (Class B2), Local Community and Learning Uses (Class F) and vehicle circuits (Sui Generis) with all matters reserved aside from that of access).” Resubmission
The Council **RESOLVED** to agree that no further submission was necessary.

- b. **Notices of Decision** – to note any notices of decision received

- i. **21/02638/F** at 13 Springfield Road, OX27 8TT for “ Erection of single storey extension and front porch with the addition of new rooflights.”
Permission for development 1 October
- ii. **21/02700/F** at The Bothy, Brashfield House, Buckingham Road, OX27 8RE for “Single storey extension with metal framed double glazed windows and doors, with new flat lead clad roof and glazed lantern/rooflights; new oak framed pergola with decking and new glazed doors at first floor level; new oak framed car port; new timber clad outbuilding to match existing materials (re-submission of 21/01886/F)”
Permission for development subject to conditions 26 October

c. CDC Call for Sites – to note the Mewslade submission to CDC

The Council noted the Mewslade application to develop the vacant areas of land near Rau Court, Springfield Road and the Woodfield Road garages which had been made to CDC under the Call for Sites part of the Local Plan review.

The sites would be considered by CDC in due course. However, it was noted that development of the areas had been rejected by CDC in previous iterations of the Local Plan.

The Clerk had provided the developer with the Planning Protocol on Pre-application meetings and invited them to make a presentation to the January meeting, which they had accepted.

12. Consultations

a. CDC Local Plan Review Options Paper – to note the response

The Council **RESOLVED** to note the response which had been submitted following a delegated meeting to discuss the Options Paper.

13. Training

a. OALC Training – to consider any further training offered by OALC

No further training was available.

b. SLCC – Practitioners’ Conference (15, 16 and 17 February)

The Council **RESOLVED** to agree to contribute £30 towards the total cost of £75 plus VAT for the Clerk to attend the virtual conference.

14. Parish Matters

a. Snow Clearance – to consider the snow clearance agreement for the winter 2021/22

The Council **RESOLVED** to agree to continue with the arrangement with Richard Wise to clear the snow, in consultation with the Clerk, at a cost of no more than £65 per hour plus VAT. The roads to be cleared were the Fringford Road from the northern white gates, through the village to the Southwold Lane Turn, the whole of Skimmingdish Lane from the Fringford Road to the A4421 Buckingham Road and Aunt Em’s Lane from the B4100 to the Fringford Road.

b. Queen’s Platinum Jubilee – to consider the event

No further news had been received about the British American Committee’s plans.

c. Hallowe’en – to receive a report

The Clerk reported that despite extremely inclement weather earlier in the day and an incident in Fringford, the Fire Service had put out the parking restriction cones on Sunday morning. One incident was reported to the police during the evening of youths throwing eggs, but it had not been possible to catch the culprits. Otherwise, it appeared to be a great success.

8.20pm Cllr Pratt left the meeting.

15. Reports from Meetings

a. RAF Croughton Civic Open Day (22 September)

Cllrs Sutcliffe, Hitchcock and Boughtflower, together with the Clerk, attended the open day which was of great interest.

b. SLCC Conference (13 – 14 October)

The Clerk provided the Council with a full written report.

c. OALC Planning Training (1 November)

Cllrs Boughtflower and Hitchcock attended the in-person training at West Oxfordshire District Council. Cllr Boughtflower reported that it was very interesting and the guidance on the process together with the notes and criteria on what Parish Councils should consider was useful.

d. CDC Parish Liaison Meeting (10 November)

The Clerk reported that she had attended the meeting. Cllr Wood gave his usual Leader's overview and highlighted the fact that the pandemic was not over and that there were a number of consequences which would need addressing. Council meetings were taking place in the Council Chamber, but with the social distancing measures in place.

Community First Oxfordshire made a presentation about their work. Following this, the meeting received an update on "Operation London Bridge" to manage the organisation surrounding the death of the monarch. Finally, CDC officers made a presentation about Community Facilities and Developer funding.

e. OCC Meeting re Bicester Heritage (12 November)

Cllr Sutcliffe attended the meeting which discussed the transport and vehicle management options for the current planning application (21/01224/OUT).

As mentioned by Cllr Ford earlier in the meeting, the proposed speed limits were discussed together with the footpath access along the A4421 Buckingham Road. It was noted that the new pedestrian-controlled lights were still not in operation.

16. Attendance at Meetings

No further meetings had been scheduled.

17. Correspondence received

a. Clean Slate – request for funding

b. A villager – re concerns about the Mewslade submission

c. St Laurence's Church – re request for assistance with mowing

18. Items for information or next Agenda only

a. Agenda items

The Clerk requested that all items for the next agenda should be submitted by Wednesday 5 January 2021.

b. Charbridge Lane Closure

Charbridge Lane was due to re-open on 18 December.

c. Bicester Heritage Scramble

The winter Scramble was scheduled for 16 January and the local resident discount tickets had gone on sale.

d. Dog Bags

The Clerk had been informed that CDC would not be providing dog bags once the current supply ran out.

e. Defibrillator

Villagers in Stratton Fields had asked again about having a defibrillator. The Clerk had referred the request to the MoD Liaison Officer at RAF Croughton.

f. WWII Pill Boxes

Further to an article on BBC1's Countryfile, it was mentioned that the owners of the WWII Pill Boxes might be approached to convert them into suitable habitats for bats.

19. Date of Next Meeting

The Council **RESOLVED** to agree that the Meeting of the Parish Council would take place on Wednesday 19 January 2021 at 7.30pm in the Community Room of Gagle Brook School.

The meeting closed at 9.02pm

Signed

Dated